

POLICY

Approved by: Rebecca R. Hunter , Commissioner	Policy Number: 12-049
Signature: <i>Rebecca R. Hunter</i>	Supersedes: New
Application: Appointing Authorities, Human Resource Officers, Hiring Managers and Supervisors	Effective Date: October 3, 2012
Authority: T.C.A. § 4-3-1703, T.C.A. § 8-30-104	Rule: 1120-02

Subject:

Entry-Level Job Classes Deemed Critical to the Service

Some classifications critical to the state service require specialized college degrees and/or technical training. Typically, agencies find it difficult to hire the most qualified candidates in the established hiring practices.

In order to compete for the best talent when filling positions critical to the agency's mission, an appointing authority may, within the guidelines outlined in this policy and with approval from the Department of Human Resources, make a job offer while actively recruiting with colleges or universities. The appointing authority must submit a recruiting plan to the Department of Human Resources that specifies the job classification, explains why the classification is critical to the agency's mission, and describes the difficulty the agency has in competing to hire the best talent. Turnover data in support of the request should also be included with this request. The Department shall approve, deny or modify any such request.

With approval, an appointing authority or designee may conduct on-campus interviews and make an immediate conditional job offer to an applicant meeting the minimum qualifications. The agency shall inform the applicant that the offer is conditioned upon him or her completing an online application and his or her subsequent placement on an eligible list.

To take advantage of this recruiting capability, the agency must comply with the following requirements prior to actual recruiting:

1. Arrange for vacant positions to be posted through Recruiting Management Services; and
2. Be certified in competency behavioral interview techniques.

Job offers must include salary rates consistent with policy. Job offers are contingent upon the hiring agency receiving the eligible list containing the names of the students interviewed and to whom job

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offers were made. As soon as the certified list has been received by the hiring agency, the new employees may start to work.

In addition to the on-campus job offers, the appointing authority must offer job interviews to all veterans and spouses of certain veterans whose names appear on the same eligible list as noted in the paragraph immediately above. The hiring agency must be prepared to make job offers to a veteran applicant with relevant qualifications equal or superior to an applicant who was offered a job as part of the agency's recruiting plan.

Questions regarding this policy may be directed to the Recruiting Management Services Division.